**How to look up a Katy ISD employee with your classroom phone**

**(These directions work with the 7912 phones—the small ones)**

1. Press the “Globe” button on your phone
2. Arrow down to choice #2 “Directories, and Press Select
3. Arrow down to choice #5 “Directory Services” and Press Select
4. You have one choice -- #1 “KISD Directory”, Press Select
5. Enter all or part of the person’s first and/or last name on the next screen and Press Select
6. Choose the person from the resulting list